

**Council of Federal Executive Secretariats**  
**November Council Meeting**  
**November 8, 2012**  
**Federal Aviation Administration**

**Welcoming remarks.** 9:15a.m. Eric Wachter, chair of the Council of Federal Executive Secretariats, welcomed the Council to the November meeting and thanked Mary Jefferson and the Federal Aviation Administration for serving as hosts.

**Welcome/Introduction.** 9:22a.m. Mary Jefferson, FAA executive secretariat director, welcomed everyone and introduced David Weingart, FAA chief of staff. Weingart welcomed the Council to the FAA, spoke about how important their offices are and thanked them for all the great work that they do.

**Keynote Speaker.** 9:35 a.m. Kimberly Graber, from DOT's Office of the Assistant General Counsel for Aviation Enforcement and Processing, gave a presentation about the Passenger Bill of Rights. She offered an overview of the Aviation Enforcement Office and its authority. Among the rules she explained are the 3-hour tarmac delay rule for U.S. domestic flights, baggage fees, 24-hour cancellation right, international flights. In a lively question-and-answer session, Graber explained other topics, including the September 11 fee on airline tickets.

**White House Update:** 10:25 a.m.

**Best Practice:** 10:51a.m. After a short break, the Council had a group discussion about how the agencies handle awards certificates and scout letters. Mary Jefferson stated she had the Administrator approve a standard scout letter so they have the letters ready for autopen for the award ceremonies. Eric Wachter said that the EPA also has a standard letter and that one person handles the letters. They received 1,700 scout letters last year. Other agencies receive around 3,000. The Department of Labor developed cards that the secretary signs. They mail out about 5,000 per year. Galen Main said the White House has the same process. The Department of State's public affairs office handles scout letters, Girl Scout letter and also Texas royal rangers.

The White House receives requests from agency HR departments informing them of a retirement and sends out a signed letter to certain retirees. HR departments from each agency send the White House information on retirees and years of service.

When the President travels, his advance office sends out standard thank-you cards. Patrice explained that at DHS the international affairs offices send long, detailed letters – sometimes as many as 20 letters – from trips.

**Committee Reports:** 11:25a.m. Patrice Allen-Gifford, chair of the meeting and membership committee, asked for suggestions for best practice topics for next year and is looking for hosts for next year's meetings. Tracy Catoe, from the Department of Education and chair of the website committee, said she is still waiting for everyone summaries.

**Old Business/New Business:** 11:28a.m. Eric Wachter apologized for not having the October minutes completed and said he would send them out with the November minutes. He also explained that the nomination and voting for the new vice chair will take place during the next month. There will be one vote per agency. He asked members to submit their names or to nominate others and he would follow up with them. The new vice chair will be announced at the December meeting.

**Adjourn.** 11:30 a.m.

## Council of Federal Executive Secretariats November Meeting Attendees

<u>First Name</u>	<u>Last Name</u>	<u>Agency</u>	<u>Position</u>
Shiela	Byane-Lisby	HHS	Office of Documents and Regulations Management Director
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
Dorota	Bagwell	DHS	Correspondence Coordinator
Gloria	Barrett	DOL	Senior Analyst
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Tracy	Catoe	DOEd	Deputy Director, CCCU
Michael	Coogan	DOE	Writer/Editor
Clarence N.	Finney Jr.	DOS	Director, Correspondence & Records
Marcia	Hines	DOJ	Records Manager
Mary	Jefferson	FAA	Director, Executive Secretariat
Zina	Kornegay	DOJ/ ATF	Executive Secretary
Galen	Main	White House	Assistant Director, Agency Liaison
Linda	McCarty	IRS	Commissioner's Correspondence Branch Chief
Dana	Pritchett	SSA	Executive Operations, Analyst
Fiona	Reeves	WHO	Deputy Director
Karlye	Snowden	DHS/TSA	Writer/Editor
Ian	Squires	HHS	Writer/Editor
Joseph	Tezak	DHS/CBD	Director, Executive Secretariat
Eric	Wachter	EPA	Director, Executive Secretariat
Tony	Waterloo	DOL	Supervisor of Operation
Pierre	Whatley	CFPB	Assistant Executive Secretariat
Sharnett	Willis	EPA	Staff